



Department of Human Resource Management

Worklife Elevated

State of Utah Employee Newsletter

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A DAY IN THE LIFE OF THE GOVERNOR Jon M. Huntsman, Jr.

Every day in the life of Governor Jon Huntsman is met with enthusiasm and optimism by Utah's 16th Governor. From meetings with Lt. Governor Gary Herbert and cabinet members to business-owners contemplating Utah as their new home, the Governor opens new buildings, visits State agencies, and honors heroes while he serves as a mediator and a diplomat. The job description of Governor is the ultimate in "other duties as assigned."

The Governor generally does not work with prepared speeches, but rather speaks from notes and memory - both impeccable. He works hard to make sure his message applies to those he is speaking to while always keeping in mind his priorities: education, economic development, quality of life and governance.

Typical day, August 10: Governor Huntsman arrived at the office from the Mansion. Security officials briefed the Governor on the terror plot uncovered overnight in London. Governor Huntsman



Governor and First Lady Huntsman (center) were given a signed ReAL Madrid jersey by club president Ramon Calderon (right). ReAL Salt Lake owner Dave Checketts (far back right) and his family joined the Huntsmans and Calderons for the photo.

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EXECUTIVE DIRECTOR'S MESSAGE Dianne Nielson, DEQ



Clean air, land, and water are valuable resources essential to Utah's quality of life and economy. Our mission at the Utah Department of Environmental Quality (DEQ) is to safeguard public health and our quality of life by protecting and enhancing our environment. We do this by implementing state and federal environmental laws and by working with individuals, community groups, businesses and local, state and federal agencies.

Although air pollution levels have declined in recent years, the ongoing challenge is to balance population and industrial growth with programs that ensure good air quality. The efforts of each of us – homeowners, vehicle users, industry and government – are needed. Through our "Choose Clean Air" campaign, (www.cleanair.utah.gov) we

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DAY IN THE LIFE OF THE GOVERNOR, cont.

(Continued from page 1)

began preparing for a 10 a.m. news conference to kick-off the Outdoor Retailers Association Summer Market at the Salt Palace. As the Governor arrived at the conference, he was met on the street by journalists wanting comments on the news about London's terror plot and local impact.

Following the news conference, he returned to Capitol Hill for a meeting with the IBM Senior VP, followed by a briefing with his Chief of Staff Neil Ashdown.

During the Governor's news conference with the Utah Jazz Bear, he announced the Bear's impending induction into the Mascot Hall of Fame. Following pictures and speeches, Bear gave the Governor a jersey which he

donned just in time for a silly string fight in the formal office.

On busy days, the Governor is quick to scan his schedule and squeeze in calls and additional meetings. His scheduler and executive assistant, Jami Palmer, keeps him well-informed of the demands on his time.

On this particular day, just three days after separation surgery on Kendra and Maliyah Herrin, the Governor had a private telephone conversation with the twins' parents, Jake and Erin, wishing them well and offering his support.

Business meetings, signing letters and certificates honoring State employees, followed by a media briefing and interview by local

reporters filled most of the afternoon. The interview ended just in time for the Governor to make a quick trip to the Mansion for the 5 p.m. ReAL Salt Lake, ReAL Madrid reception he and First Lady Mary Kaye Huntsman hosted. Stakeholders stayed afterward for a discussion about the future of the ReAL Salt Lake stadium. The Governor's business day ended at approximately 11:00 p. m., when he enjoyed some family time.

The Governor prides himself on grit and hard work. Governor Huntsman labors each day to make Utah a better place to work, live and play.

*Submitted by: Lisa Roskelley,
Office of the Governor
www.utah.gov/governor*

EXECUTIVE DIRECTOR'S MESSAGE, cont.

(Continued from page 1)

provide residents with information about current air quality conditions and inform individuals about actions they can take to curb air pollution.

We work closely with city leaders, local residents and businesses to clean up contamination that is often the result of historic, unregulated practices that harmed the environment. Through the Superfund, Brownfields and Utah's Voluntary Cleanup Programs (www.superfund.utah.gov), thousands of acres of commercial and residential properties have been cleaned and put back into beneficial use.

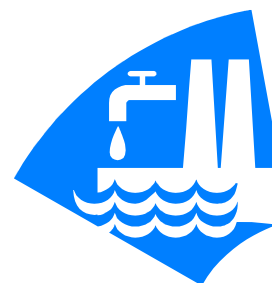
As the second driest state in the nation, water is a precious resource. We work to protect drinking water sources for Utah's 2.5 million residents and countless visitors

(www.drinkingwater.utah.gov).

We also oversee the quality of 14,250 miles of rivers and streams (www.waterquality.utah.gov) and nearly 3,000 lakes and reservoirs that sustain a wide variety of wildlife, provide recreation and enjoyment, and support agriculture production. As one example, when high levels of mercury were detected in fish at several locations, we worked with the Department of Natural Resources and the Department of Health to issue fish consumption advisories. Through the Mercury Work Group (www.deq.utah.gov/Issues/Mercury) we are partnering with environmental, business, and academic interests to continue an assessment of the extent and potential sources of mercury contamination statewide.

Our ongoing success is due to

dedicated employees who work in partnership with our various stakeholders. This issue spotlights one DEQ employee and one program. I could easily highlight hundreds of others. I am proud of DEQ employees and the work they accomplish. I invite you to learn more about DEQ and the issues we are following by visiting our web site at www.deq.utah.gov.





GOVERNOR PUSHES POWERFORWARD

By Donna Kemp Spangler

Gov. Jon Huntsman, Jr. is taking on the heat in order to meet his statewide goal of a 20 percent increase in energy efficiency by 2015. On May 30, he signed an executive order directing state employees to heed *PowerForward* email alerts that signal the need to conserve electricity in the heat of the summer.

"This could have been a proclamation or a declaration," Huntsman said. "Instead, it is an executive order that I hope translates to everyone in the state that we mean business."

On June 1 the *PowerForward* conservation program kicked into high gear with a red-light/green-light system that signals the peak times between

noon and 8 p.m. when Utahns should put the brakes on turning up their air conditioners. On comfortably warm days a "Green" light triggers a message encouraging Utahns to use common sense conservation such as turning off the lights when not in use. On days when temperatures are pushing triple digits, a "Yellow" or "Red" light asks Utahns to conserve even more because that's when demand for electricity is highest and most expensive.

"The program started in 2001 as a simple alert system. It has progressed significantly to a broader program aimed at promoting an ethic of electricity conservation in Utah," noted Dianne Nielson, director of the Department of Environmental Quality, which manages the program in

partnership with electric companies. "The Web site will be the source of information. It also will provide a mechanism to send an email alert. There will be one alert for the Wasatch Front and another for Utah's Dixie region, recognizing the needs and demands are different."



Governor Jon Huntsman, Jr. signs the *PowerForward* Executive Order

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EMPLOYEE SPOTLIGHT: SONJA WALLACE, DEQ

By Donna Kemp Spangler



Sonja Wallace, an 18-year veteran at the Department of Environmental Quality, received the Recycler of the Year Award from the Recycling Coalition of

Utah at a June 8 recycling conference and e-waste summit held in Sandy.

Brad Mertz, executive director of Recycling Coalition of Utah (RCU), recognized Wallace for her enthusiasm and commitment to recycling. "She's a huge advocate," he said, "and a founding member of RCU."

Wallace, the pollution prevention coordinator in the Office of Planning and Public Affairs (OPPA), is the

recycling coordinator for DEQ. She, however, began her career in 1988 as an environmental scientist for the Division of Solid and Hazardous Waste. It was Rusty Lundberg, branch manager for DSHW, who hired her.

"I hired her for her enthusiasm," Lundberg said. "She has always been focused on recycling. Sonja always finds ways to bring larger groups together and make it happen."

In 1990, she made recycling a full time job in OPPA, along with other responsibilities that include working with the public and businesses on solutions to reduce the amount of pollutants that end up in landfills or the environment.

Leah Ann Lamb, director of OPPA, lauded Wallace for her ability to work with businesses, government and

environmental groups to get projects off the ground.

"Sonja has an ability to work collaboratively with stakeholders in pollution prevention projects that have produced results," said Lamb. "This award is recognition she truly deserves."

Wallace said she's just grateful to be recognized for a job she truly loves.

"I really am honored and pleased to get this award," she said. "It's for something that I'm very passionate about doing."

Donna Kemp Spangler is the public information officer for the Utah Department of Environmental Quality



GOVERNOR PUSHES **POWERFORWARD**, cont.

(Continued from page 3)

PowerForward does work, officials said. In a given year there has been a savings of up to 100 megawatts of power, which equates to enough power for 70,000 homes, Nielson added. "That's a big difference."

Rich Walje, President of Utah Power, couldn't agree more. "Frankly, in a residential home, about half of the electric energy use is used to cool something. The reason we like **PowerForward**, as a utility, is it actually works. The historic savings is basically the equivalent of half of a peaking power plant. By not using that energy, we also forgo investment in power plants."

The Huntsman Administration has

made **PowerForward** an integral part of its energy efficiency policy.

"PowerForward represents an essential piece of our energy efficiency platform," said Laura Nelson, energy adviser for Huntsman. "It supports the necessary private-public partnership and it is an important educational tool that will help meet the state's energy efficiency goal of 20 percent improvement by 2015."

The executive order requires all cabinet members to submit annual reports to the Department of Environmental Quality (DEQ) regarding actions taken in response to **PowerForward** alerts and efforts to achieve the state's 2015 energy efficiency goals. DEQ is to prepare a

comprehensive report on each agency's efforts for the Governor annually.

Donna Kemp Spangler is the public information officer for the Utah Department of Environmental Quality



2006 OUTSTANDING EMPLOYEE OF THE YEAR

By Judy Price



On June 22, DHRM and UPEA hosted a Ceremony to recognize the 2006 Outstanding Employee of the Year and the semi-finalists. There were 49 truly impressive nominees for this award. These candidates exemplified the outstanding level of service that the state's public employees provide.

Jessica Eldredge from the Attorney General's Office was selected as this

year's Outstanding Employee. In addition to a plaque, she received \$1,000. Jessica is described as the "go to" child sex abuse investigator in the State of Utah. Not a typical police officer, she holds a Master of Social Work degree and is a Licensed Clinical Therapist. She spent several years providing therapy to sexual abuse victims as well as perpetrators in court-ordered treatment. Jessica is the most sought out investigator by prosecutors in the AG's Office as well as a wide array of county and local law enforcement agencies when a particularly complex case is presented. She is 2nd from the top in arrests of internet predators. One thing that impressed the selection committee was her expression of delight at the high GPA received by one of the children she helped remove from an abusive situation. She stays actively

involved in the lives of these kids. Although exposed to the ugly, nasty work of written and visual pornography, Jessica is able to keep an upbeat attitude and is recognized as a team player and coach by her co-workers. Her supervisor writes, "Few, if any, better ways of demonstrating commitment to the public could exist from working so very hard in such degrading depravity for kids unknown to us."

The semi-finalists were: Anita Hall, Department of Health; Theron Jeppson, Department of Health; Ella Loveland, Department of Human Services; Theron Miller, Department of Environmental Quality; Christine Nguyen, Department of Human Services.



2006 MANAGER OF THE YEAR

by Jennifer Wakefield



On June 22, DHRM and the Utah Society of Certified Public Managers (USCPM) hosted a ceremony to recognize the 2006 Manager of the Year and the semi-finalists.

DHRM received 15 outstanding nominees for this Award. These candidates should all be commended for their leadership and management skills. They are all exemplary managers. Candidates were evaluated on six criteria based on guidelines of the Certified Public Manager program:

- Leadership
- Decision Making and Problem Solving
- Customer Service
- Communication
- Culture and Climate, Ethics and Diversity
- Human Resources/Risk Management

Out of the 15 nominees five finalists were selected for interview by the Governor's final selection committee and were evaluated using the same criteria as above.

Richard Anderson from the Department of Human Services, Division of Child and Family Services (DCFS) was selected as this year's Manager of the Year. In addition to a plaque, he received \$1,500. Richard is the Director of DCFS and is credited with helping make Utah's child welfare systems one of the top programs in the nation. In large part, this is due to Richard's ability to bring people together in teams to determine what needs to be done to effect improvement. Richard is also an excellent communicator and works hard to be accessible to his staff. He

periodically visits every DCFS office throughout the state to discuss the administrative focus as well as listen to front-line staff concerns and learn how he can best support their efforts to serve children and families. He is constantly expressing appreciation of his staff in a number of personal ways, email, formal letters of commendation, hand-written thank you notes, and celebration events. Richard has made numerous large-scale improvements within DCFS in agency functioning, practice model delivery, outcomes to children and families, and personnel satisfaction and performance. As evidenced by the numerous examples included in his nomination, Richard is an excellent leader, manager, practitioner, collaborator, and motivator.

The semi-finalists were:

James West, Department of Human Resource Management; Sherrie Hayashi, Labor Commission; Verdi White, Department of Public Safety; Debbie Herr, Department of Workforce Services.

FMLA PROCESS CHANGES COMING IN 2007

By Debbie Price

The newly consolidated Department of Human Resource Management is taking the opportunity to revamp some of our current practices to make them more efficient and customer service oriented. One of the first areas in which employees will see major changes is the Family & Medical Leave Act. The current practice gives employees 12 weeks of FMLA leave within a 12 month period, which we call a rolling year. Effective January 1, 2007, we will be switching to a calendar year format, in which employees are eligible for 12 weeks of FMLA leave each calendar year. Look for further information in the November/December issue of "Worklife Elevated".



SCHEDULE A PEHP PRESENTATION THIS FALL

By Derek Applegate

This fall, a representative from PEHP will be traveling around to various agencies to give presentations on some programs that are offered to State of Utah employees. The programs are designed to use tax-free dollars to pay for medical and non-medical health care expenses. Some of the presentation topics include Flex\$, Health Savings Accounts, and Health Reimbursement Account.

PEHP's Flex\$ plan allows employees to set aside pre-tax dollars to pay for eligible medical, non-

medical, dental, vision, and day care expenses.

Health Savings Accounts (HSA) are available to employees enrolled in the High Deductible Health Plan (HDHP). Pre-taxed dollars, as well as a contribution from the State, are deposited into an interest earning account to help pay for qualified medical expenses. Qualified medical expenses are those expenses that would normally be paid under a medical health plan.

A Limited Purpose Flex\$ plan is also available to those members with an HSA. It is designed to pay for non-

medical expenses like LASIK eye surgery, Band-Aids, and eyeglasses.

Finally, in accordance with House Bill 213, employees will have a Health Reimbursement Account (HRA) set up at retirement to help pay for future medical expenses. Unused sick leave hours are converted into a dollar amount and then placed in the HRA.

If you are interested in having a presentation on any of the above programs, have your human resource representative contact PEHP.

PEHP OUT-OF-STATE NETWORK CARD ARRIVES

By Derek Applegate

In an effort to provide the best benefits for our members, PEHP has partnered with National Health Benefits Corporation to bring State of Utah employees enrolled in Preferred Care, Advantage Care or the High Deductible Health Plan the new PEHP Out-of-State Network Card.

The OSN Card gives PEHP members the comfort of knowing their network of providers is traveling with them. Whether you are on vacation, retired and living outside of Utah, or you have a dependent away at college, you now have the ability to get in-network benefits even though you are nowhere near a network provider.

Here is how the card works. Prior to leaving the state, log on to the website found on your PEHP OSN Card. From the website you can download a list of participating providers in that area. If you don't

download a list or you do not have internet access you can simply call the toll-free number listed on the card and find a provider in your area. When medical services are received from the NHBC providers simply show your PEHP OSN Card and your PEHP Membership ID Card and you will be paying for in-network services even though you are not in Utah!

Keep in mind, all services requiring pre-authorization still need to be pre-authorized through PEHP. Also, the card is not meant to be used in lieu of any PEHP contracted providers. It is meant to be used out-of-state when you do not have any in-network options.

Members enrolled in Summit Care who travel out-of-state will not receive the OSN card, however, they are not out of options. The First Health® Network of providers is available to you and your family when you are traveling outside the Summit Care

service area. If you need urgent or emergency care while outside the service area, please locate a First Health Network doctor or hospital by contacting First Health at 1-866-676-7424, or use the First Health link on our provider search page at www.altiushealthplans.com. Refer to your medical benefits brochure for your urgent and emergency care coverage.

If you have questions regarding the PEHP Out-of-State Network Card or any other questions about your medical plans, please call our customer service at 801-366-7555 or 800-765-7347.





INSURANCE COSTS FOR RETIREES

By Kimberly Diamond-Smith

The Department of Human Resource Management assists hundreds of employees each year with their retirement questions. One recurring issue that is often misunderstood is what costs the retiree will incur during retirement for their medical insurance.

Many employees close to retirement ask:

Q: Will I incur any costs for my health insurance upon retirement?

A: If the retiree and/or their spouse are under the age of 65, then yes. In fact retirees will pay a higher premium amount than they did as an active employee. Retirees pay the same *percentage* of their insurance premium as an active employee (currently 2% or 7%); however, they pay this percentage on a higher overall premium amount, meaning that the costs are higher. For the first 18 months after the employee retires the premium amounts are 102% higher than those for active employees. After this first 18 months, the costs are 130% higher than active employee rates.

State Paid Insurance – Employees retiring prior to January 1, 2011, receive a set amount of health insurance coverage, referred to as

state paid health insurance, up to age 65. The term “state paid insurance” is used because the state continues to pay the State’s portion of the insurance premium during the allotted time frame. **Retirees are responsible to pay their portion of the premium.**

Sick Leave Benefit – Individuals with Program I sick leave may be able to use this leave to purchase the employers’ portion of insurance upon retirement. If you are eligible to purchase additional months of health insurance under this program, eight hours of sick leave will purchase one month of insurance at the same level of coverage the retiree had as an active employee until the retiree turns 65. Similar to the state paid insurance, **retirees are responsible to pay for their portion of the premium.**

Medicare Supplement Insurance – Retirees obtaining a Medicare Supplement policy with their sick leave benefit currently do not have to pay a percentage of the premium. The sick leave benefit will cover 100% of the Medicare Supplement costs.

Insurance Plans – Insurance rates are determined by PEHP each year and are subject to change based on the rising costs of health insurance. The approximate rates for employees who retire between July 16, 2006, to July 1, 2007 are listed in the table on

the DHRM website. To view the current 2006-2007 Retiree Insurance Rates go to www.dhrm.utah.gov/benefits.jsp.

Employees who exhaust the health insurance benefit at retirement can purchase insurance for the total premium until the age of 65. Once an employee turns age 65, they are eligible for the PEHP Medicare Supplement plans that currently cost \$95/month for the basic plan or \$295/month for the enhanced plan. (Rates are subject to change.)

Dental Insurance – Retirees wishing to purchase dental insurance may do so by paying for the total premium. Like Medical Insurance, the first 18 months of retiree coverage are equivalent to COBRA rates, which are 2% higher than employee rates. Since COBRA insurance is typically offered for 18 months, the rates increase by an additional 18% after 18 months. To view the current 2006-2007 Retiree Insurance rates go to www.dhrm.utah.gov/benefits.jsp

For further information, please contact DHRM Admin at 538-3025 or PEHP Customer Service at 801-366-7555.

The Governor's WorkWell Challenge

September and October are perfect months for walking outdoors. Your challenge for the next 60 days is to get at least 30 minutes of physical activity each day. Here are some tips for reaching this goal:

- Walk with a coworker on your breaks and at lunch.
- Park farther away from work and other destinations.
- Take the stairs.
- Have “walking” meetings.
- Deliver your message in person instead of using the phone or email.

Remember to track your minutes to earn \$60 from Healthy Utah. Click here for more information on the Governor's WorkWell Challenge.

Earn \$60 link: http://www.healthyutah.org/hu_programs/rebates/rebateinfo.html

WorkWell link: www.healthyutah.org/workwell





EMPLOYEES INJURED WHILE ON THE JOB

If you are injured while on the job, you should get appropriate first aid or emergency medical treatment as soon as possible. Most State agencies will have a specific business practice or protocol for employees to follow when they have been injured on the job. These protocols should designate a person who can be contacted to assist an employee in filing a first report of injury and, if they need medical assistance, direct them to who they can go to for medical treatment. The following is a list of guidelines employees should be familiar with and follow when injured while on the job. Keep in mind these are general guidelines and agencies may have additional requirements to facilitate the claim.

To report the injury as the employee you should:

- Notify your supervisor immediately. Your employer is required to file an Employer's First Report of injury or

illness form. Your employer has seven days to submit the report to both the Workers Compensation Fund of Utah (WCF) and the Labor Commission.

- Seek medical treatment with your company physician or WCF-approved provider for non-emergency injuries as soon as possible. You can change one time without prior approval.
- If your company has not selected a company doctor, you should seek treatment for all non-emergencies with a Work-Med clinic, any IHC facility or University of Utah Medical Center.
- Tell the Medical provider your employer's workers' compensation carrier is Workers Compensation Fund of Utah. This will facilitate proper billing and processing of the claim.
- Contact your claims adjuster to determine which medical services

must be pre-authorized by your physician.

- Inform your employer and your adjuster immediately if you are unable to work as a result of your injury. Keep them updated on any changes in your employment status.
- Include your claim number on all correspondence. (*Your agency representative or WCF Adjuster can give you your claim number*).
- Keep in contact with your employer regarding your condition and work capabilities

If you would like additional information regarding Worker's Compensation Fund, Employee Rights and Responsibilities, or how to file a First Report of Injury visit www.wcf-utah.com. For information specific to your department's Worker's Compensation protocols, contact your agency Human Resource office.

Take Charge! Get Benefits Changes to HRin a Timely Manner.

Many people have changes to their health plans and don't know what steps to take. Others may know what steps to take, but don't know what time frame they have to make the changes. Whatever the reason, it is vital to get those changes to your Human Resources Department in a timely manner.

Members who need to drop dependents from their policy due to death, divorce, or a dependent turning 26 or getting married can make that change at any time during the year. It is requested, however, to make that change within 60 days of the date of occurrence.

Members wishing to add a member to their policy have a more restrictive time frame. If you need to add someone to your policy due to marriage, birth or adoption you must submit a change form to your Human Resource Department within 60 days of the event. If you miss the 60-day window you can not add that individual to your policy until the next open enrollment period.

Always remember, when you have a life changing event, it is your responsibility to notify PEHP of that event. Please remember the 60-day window and get all applicable changes to your Human Resources in a timely manner.



EMPLOYEE DISCOUNTS... IT PAYS TO BE A STATE EMPLOYEE

By Debbie Price

I received many requests after the first issue of "Worklife Elevated" was released for more information on what discounts are available to State employees. Whether you're looking for discounts on slurpees or dry-cleaning, would like to race around a go-kart track, or are planning a vacation, DHRM has provided you with many different discount options that meet your diverse needs. These discount programs do not cost the State of Utah anything to provide and are offered to you as a voluntary enhancement to your benefits package. For more information on all of these voluntary discount offers, please go to www.dhrm.utah.gov/benefits.jsp.



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*Offer is subject to availability and blackout dates.

Golden Getaways

Golden Getaways has teamed up with the State of Utah to offer you Family Fun Vacation Packs at extremely discounted prices to places

such as Disneyland, San Diego, Disneyworld, Las Vegas, Reno, San Francisco, and Hawaii, plus cruises and many other vacation packages. Brand new brochures with more details on the vacation packages currently being offered can be picked up next week from the Human Resources Office in your department or you can go to www.dhrm.utah.gov/benefits.jsp to access our website. Purchase a vacation package between now and March 1, 2007, to get this special pricing. Vacation packages can be used now thru the end of 2007.



Miscellaneous Discounts

In addition to these discounts, DHRM has placed a Miscellaneous Discounts page on our website www.dhrm.utah.gov/benefits.jsp. This listing currently includes discounts from Barton's Scooters, Cingular Wireless, Wells Fargo, Chase, Costco, Hinckley Dodge, Legoland California, Prudential Privileges, ice.com, Speaking Roses, and Sprint.





DHRM MISSION STATEMENT

Part 1 of 3

By Jeff Herring

Recently, DHRM received an inquiry from a State Employee regarding what is meant in DHRM's mission statement of adding value to the State by:

- Increasing customer service,
- Increasing efficiency, and
- Decreasing liability.

It was an important and valid question. Therefore, I will expound on each mission in this and the next two issues of "Worklife Elevated."

In this issue I will tackle what is meant by "decreased liability." HR and

DHRM is involved heavily with the administration of numerous federal employment regulations such as FMLA, ADA, FLSA, Title VII and the list goes on. HR can help decrease liability in these, and other, areas by taking a proactive approach to these issues rather than waiting for liability to occur and then reacting in the litigation process.

Therefore, when "decreased liability" is used it is meant to encompass such actions as training the HR workforce on these issues so they are competent in counseling of agency staff. Also, training and consulting with managers, supervisors and employees so

that each knows their duties and responsibilities regarding these issues. It also means creating good policies and having consistent application of those policies with the State's workforce. Throughout these steps there also needs to be constant communication among the various HR Field Offices to develop best practices in administering these regulations.

I hope this gives insight into the meaning of "decreased liability." If you have any comments, concerns or suggestions for DHRM, please do not hesitate to contact DHRM Administrative Office or an HR employee at your local Field Office.

We'd love to hear from you. Please submit feedback, suggestions, or ideas for future articles to:
HRNewsletter@utah.gov

DHRM is adding value to the State of Utah by:

- Increasing Customer Service
- Increasing Efficiency
- Decreasing Liability

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On the front cover: The Castle, Capital Reef National Park The Waterpocket Fold, a 100-mile long wrinkle in the earth's crust known as a monocline, extends from nearby Thousand Lakes Mountain to the Colorado River (now Lake Powell). Capitol Reef National Park was established to protect this grand and colorful geologic feature, as well as the unique natural and cultural history found in the area. (National Parks website: www.nps.gov/)

Can't Take the Mess Any-more – But Where to Begin?

Okay, you've always had a messy work area, but you've finally decided that you can't take it anymore, that it's a drain on you mentally and you want to clean it up. But it's pretty out of control, so where do you start? Organization expert David Allen in *Getting Things Done*, says you need to take a look around and decide what doesn't permanently belong in your work area. Allen suggests categorizing each item into four areas: office supplies, reference materials, decorations, and equipment. Any items that does not fit into one of these categories, goes in the in-box, which means you will have to apply some action in order to deal with it.

